Iowa Department of Administrative Services

Government's Partner in Achieving Results

DAS

Governor Terry E. Branstad
Lt. Governor Kim Reynolds

Mike Carroll, Director

Concept Paper # 249

Presented to the Department of Administrative Services (DAS)
Date Prepared: 3/15/2013

Name of document to be reviewed: SAS Upgrade

(Please check one item listed in the following two sections)

Document for review and approval:

__ **Request for Proposal (RFP)**	__ **Sole Source Procurement**
__ **Request for Service (RFS)**	__ **Statement of Work**
__ **Request for Quote (RFQ)**	__ **Staff Augmentation**
__ **Invitation to Qualify**	_X_ **Master Agreement Purchase**

NOTE: Sole source procurements will also need authorization from DAS Procurement for this type of purchase. Please also contact DAS Procurement at this location:
http://das.gse.iowa.gov/procurement/solesource%202010.pdf

Document for review only:

__ **Master Agreement**   __ **Request for Information (RFI)**

Agency: Iowa Department of Revenue

RFP Reference #:

Release Date:

This project is requesting IOWAccess funds: Yes ___   No _X__

NOTE: IOWAccess concept papers are to be sent to Wes Hunsberger (Wes.Hunsberger@iowa.gov) for an internal DAS review.

Projected cost over $50,000?   Yes _X_   No ___

Projected agency staff hours over 750?   Yes ___   No _X__

Project Cost, Funds and Funding Source:

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Please list the internal and external resources/costs for the purchase:

Internal Resources/Costs: Project is estimated to cost $130,000 (includes hardware, software, maintenance, professional services for first year).

External Resources/Costs:

Timelines: SAS professional services assist ITE and IDR staff with the SAS software upgrade in May; SAS professional services complete knowledge transfer regarding the enhanced tools available with the upgrade by the end of June.

Goal: Take advantage of available SAS software enhancements available since the last upgrade completed by IDR.

Background: IDR has been using SAS for at least a decade and the Enterprise Guide (EG) software tool since 2006. IDR completed an upgrade of SAS and EG in 2009 that included significant programming benefits to users. The agency has made no subsequent upgrades because of lack of resources.

Expected Results:

What are the tangible and intangible benefits of this purchase for this agency and/or state government? Enhancements to the SAS software include the introduction of dashboarding tools that are desired by IDR management to aid with internal data-driven decision-making. The software also includes enhancements for the ability to prepare business reports for external users in other state agencies with an interest in a subset of the Tax Credit Tracking and Analysis System that is maintained by Tax Research.

Can these benefits be quantified in financial terms? If yes, please explain. No

How will you be more effective as a result of this purchase? IDR desires to make data-driven decisions and has dedicated personnel resources with the creation of the Performance Analysis Section. The section will use SAS to complete data analysis. The upgrade will allow the section to present that analysis to management using the interactive dashboarding tools, providing them with the ability to make more effective decisions about the dedication of resources.

How will service to your customers be enhanced as a result of this purchase? Currently IDR provides tax credit claim data in various forms including aggregate claims by tax credit type in an annual report available on the IDR Web site and micro claim data, with all taxpayer identification information expunged, on the Iowa Data Share Web site. However, Economic Development Authority seeks to have tax credit claim data for the programs it awards with taxpayer identification. This enhancement should provide IDR the tools to provide this data.

Testing and Acceptance: An upgraded server will be purchased to use for the installation of the upgraded software, allowing for a parallel testing of the software before the old server and software are replaced.

Some of the Interested Parties: IDR management; Economic Development Authority

Some of the Recipients of this Service: IDR Tax Research and Program Analysis Section, IDR Performance Analysis Section, IDR Property Tax Division, IDR Compliance Services

Standards:

Architecture:

Business Continuity / Disaster Recovery:

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Recommendations from the State CIO:

NOTE: *Where applicable, all DAS GSE Procurement and IA Administrative Code 11-105 and 11-106 requirements and procedures are to be followed. Reference: http://das.gse.iowa.gov/procurement/, specifically: http://das.gse.iowa.gov/procurement/adminrules/.*

Duplication recommendation from the State CIO to the DAS Director:

a) Is there duplication within Government? *(Please identify duplication at the agency level, as well as within the enterprise)*
b) Can an existing program be modified to address a new need?
c) Do you have any similar program in existence?
d) Have you sought IT procurements for similar programs in the past?
e) Do you have purchasing documents for similar programs?
f) Do you have similar purchasing documents that could be used as a starting point for this program?
g) Is there anything you could provide that could assist the agency with this IT procurement?
h) Are there alternatives available to the agencies?

Recommendation of the State CIO to the DAS Director:

Authorize this IT procurement   Yes _X_ No ___
Alternatives suggested by the State CIO
   (see comments below)   Yes ___ No _X_

Additional comments from the State CIO:

TEC recommend approval. Subsequently approved by State CIO. To be managed by ITE.

DAS Director's action:
Authorize this IT procurement   Yes _X_ No ___

DAS Director's signature and date:

The above IT procurement concept approved by Director Carroll on __3/22/13__

Comments: **None.**

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